

MAIL TO:

STATE OF UTAH
 DIVISION OF PURCHASING
 3150 STATE OFFICE BUILDING, CAPITOL HILL
 P.O. BOX 141061
 SALT LAKE CITY, UTAH 84114-1061
 TELEPHONE (801) 538-3026
<http://www.purchasing.state.ut.us>

Invitation to BidSolicitation Number: **GL5018**Due Date: **12/21/04 at 2:00 PM**

Date Sent: December 6, 2004

Statewide Contract

Goods and services to be

SPORTING GOODS**Must Complete**

Company Name		Federal Tax Identification Number	
Ordering Address		City	State Zip Code
Remittance Address (if different from ordering address)		City	State Zip Code
Type <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> Government		Company Contact Person	
Telephone Number (include area code)	Fax Number (include area code)	Email Address	
Discount Terms (for bid purposes, bid discounts less than 30 days will not be considered)		Days Required for Delivery After Receipt of Order (see attached for any required minimums)	
Brand/Trade Name		Price Guarantee Period (see attached specifications for any required minimums)	
Minimum Order		Company's Internet Web Address	
The following documents are included in this solicitation: Solicitation forms, instructions and general provisions, Terms and Conditions, and specifications. <u>Please review all documents carefully before completing.</u> The undersigned certifies that the goods or services offered are produced, mined, grown, manufactured, or performed in Utah. Yes _____ No _____. If no, enter where produced, etc. _____			
Offeror's Authorized Representative's Signature		Print or type name and title	Date
State of Utah Division of Purchasing Approval Douglas G. Richins, Director		Date	Contract Number

**STATE OF UTAH
DIVISION OF PURCHASING**

Invitation to Bid

Solicitation Number: GL5018

Due Date: 12/21/04

Vendor Name:

Please provide percentage discount(s) and pricing on attached sheets.

Changes or Modifications to Procurement:

Any changes or modifications to this solicitation will only be accomplished in written addendum sent from the Division of Purchasing. Any other form is not binding. Bidders submitting a bid on any information other than which is contained in this solicitation document, or any addendum thereto, do so at their own risk.

Questions regarding this solicitation should be directed to David Gill at dgill@utah.gov

Commodity: 80522
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INVITATION TO BID - INSTRUCTION AND GENERAL PROVISIONS

1. BID PREPARATION: (a) All prices and notations must be in ink or typewritten. (b) Price each item separately. Unit price shall be shown and a total price shall be entered for each item bid. Errors may be crossed out and corrections printed in ink or typewritten adjacent and must be initialed in ink by person signing quotation. (c) Unit price will govern, if there is an error in the extension. (d) Delivery time is critical and must be adhered to as specified. (e) Wherever in this document an item is defined by using a trade name of a manufacturer and/or model number, it is intended that the words, "or equivalent" apply. "Or equivalent" means any other brand that is equal in use, quality, economy and performance to the brand listed as determined by the Division of Purchasing & General Services (DIVISION). If the vendor lists a trade name and/or catalog number in the bid, the DIVISION will assume the item meets the specifications unless the bid clearly states it is an alternate, and describes specifically how it differs from the item specified. All bids must include complete manufacturer's descriptive literature if quoting an equivalent product. All products are to be of new, unused condition, unless otherwise requested in this solicitation. (f) By signing the bid the vendor certifies that all of the information provided is accurate, that they are willing and able to furnish the item(s) specified, and that prices quoted are correct. (g) This bid may not be withdrawn for a period of 60 days from bid due date.

2. SUBMITTING THE BID: (a) The bid must be signed in ink, sealed in a properly addressed envelope, and delivered to the DIVISION OF PURCHASING (DIVISION), 3150 State Office Building, Capitol Hill, Salt Lake City, UT 84114-1061 by the "Due Date and Time." **The "Bid Number" and "Due Date" must appear on the outside of the envelope.** (b) Bids, modifications, or corrections received after the closing time on the "Due Date" will be considered late and handled in accordance with the Utah Procurement Rules, section R33-3-109. (c) **Your bid will be considered only if it is submitted on the forms provided by the state. Facsimile transmission of bids to DIVISION will not be considered.** (d) All prices quoted must be both F.O.B. Origin per paragraph 1.(c) and F.O.B. Destination. Additional charges including but not limited to delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, costs of bonds, or for any other purpose must be included in the bid for consideration and approval by the DIVISION. Upon award of the contract, the shipping terms will be F.O.B. Destination with all transportation and handling charges paid by the Contractor, unless otherwise specified by the DIVISION.

3. SOLICITATION AMENDMENTS: All changes to this solicitation will be made through written addendum only. Bidders are cautioned not to consider verbal modifications.

4. PROPRIETARY INFORMATION: Suppliers are required to mark any specific information contained in their bid which is not to be disclosed to the public or used for purposes other than the evaluation of the bid. Each request for nondisclosure must be accompanied by a specific justification explaining why the information is to be protected. Pricing and service elements of any bid will not to be considered proprietary. Bids submitted may to be reviewed and evaluated by any persons at the discretion of the state.

5. SAMPLES: Samples of item(s) specified in this bid, when required by DIVISION, must to be furnished free of charge to DIVISION. Any item not destroyed by tests may, upon request made at the time the sample is furnished, to be returned at the bidder's expense.

6. WARRANTY: The contractor agrees to warrant and assume responsibility for all products (including hardware, firmware, and/or software products) that it licenses, contracts, or sells to the State of Utah under this contract for a period of one year, unless otherwise specified and mutually agreed upon elsewhere in this contract. The contractor (seller) acknowledges that all warranties granted to the buyer by the Uniform Commercial Code of the State of Utah applies to this contract. Product liability disclaimers and/or warranty disclaimers from the seller are not applicable to this contract unless otherwise specified and mutually agreed upon elsewhere in this contract. In general, the contractor warrants that: (1) the product will do what the salesperson said it would do, (2) the product will live up to all specific claims that the manufacturer makes in their advertisements, (3) the product will be suitable for the ordinary purposes for which such product is used, (4) the product will be suitable for any special purposes that the State has relied on the contractor's skill or judgement to consider when it advised the State about the product, (5) the product has been properly designed and manufactured, and (6) the product is free of significant defects or unusual problems about which the State has not been warned. Remedies available to the State include the following: The contractor will repair or replace (at no charge to the State) the product whose nonconformance is discovered and made known to the contractor in writing. If the repaired and/or replaced product proves to be inadequate, or fails of its essential purpose, the contractor will refund the full amount of any payments that have been made. Nothing in this warranty will be construed to limit any rights or remedies the State of Utah may otherwise have under this contract.

7. DIVISION APPROVAL: Purchase orders placed, or contracts written, with the state of Utah, as a result of this bid, will not to be legally binding without the written approval of the director of the DIVISION.

8. AWARD OF CONTRACT: (a) the contract will to be awarded with reasonable promptness, by written notice, to the lowest responsible bidder that meets the specifications. Consideration will to be given to the quality of the product(s) to be supplied, conformity to the specifications, the purpose for which required, delivery time required, discount terms and other criteria set forth in this invitation to bid. (b) The bids are opened publicly in the presence of one or more witnesses. the name of each bidder, and the amount of the bid is recorded. Each bid, and the record, is open to public inspection. (c) The DIVISION may accept any item or group of items, or overall low bid. the DIVISION has the right to cancel this invitation to bid at any time prior to the award of contract. (d) The DIVISION can reject any and all bids. And it can waive any informality, or technicality in any bid received, if the DIVISION believes it would serve the best interest of the State. (e) Before, or after, the award of a contract the DIVISION has the right to inspect the bidder's premises and all business records to determine the holder's ability to meet contract requirements. (f) DIVISION does not guarantee to make any purchase under awarded contract(s). Estimated quantities are for bidding purposes only, and not to be interpreted as a guarantee to purchase any amount. (g) Utah has a reciprocal preference law which will to be applied against bidders bidding products or services produced in states which discriminate against Utah products. For details see Section 63-56 20.5 -20.6, Utah Code Annotated.

9. ANTI-DISCRIMINATION ACT: The bidder agrees to abide by the provisions of the Utah Anti-discrimination Act, Title 34 Chapter 35, U.C.A. 1953, as amended, and Title VI and Title VII of the Civil Rights Act of 1964 (42 USC 2000e), which prohibit discrimination against any employee or applicant for employment, or any applicant or recipient of services, on the basis of race, religion, color, or national origin; and further agrees to abide by Executive Order No. 11246, as amended, which prohibits discrimination on the basis of sex; 45 CFR 90 which prohibits discrimination on the basis of age, and Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disabilities. Also bidder agrees to abide by Utah's Executive Order, dated March 17, 1993, which prohibits sexual harassment in the workplace. Vendor must include this provision in every subcontract or purchase order relating to purchases by the State of Utah to insure that the subcontractors and vendors are bound by this provision.

10. DEBARMENT: The CONTRACTOR certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the CONTRACTOR cannot certify this statement, attach a written explanation for review by the STATE.

11. ENERGY CONSERVATION AND RECYCLED PRODUCTS: The contractor is encouraged to offer Energy Star certified products or products that meet FEMP (Federal Energy Management Program) standards for energy consumption. The State of Utah also encourages contractors to offer products that are produced with recycled materials, where appropriate, unless otherwise requested in this solicitation.

12. GOVERNING LAWS AND REGULATIONS: All state purchases are subject to the Utah Procurement Code, Title 63 Chapter 56 U.C.A. 1953, as amended, and the Procurement Regulations as adopted by the Utah State Procurement Policy Board. These are available on the Internet at www.purchasing.utah.gov.

Standard Contract Terms and Conditions
State of Utah, Statewide Contracts
ATTACHMENT A (Invitation for Bids)

1. AUTHORITY: Provisions of this contract are pursuant to the authority set forth in 63-56, Utah Code Annotated, 1953, as amended, Utah State Procurement Rules (Utah Administrative Code Section R33), and related statutes which permit the STATE to purchase certain specified services, and other approved purchases for the STATE.

2. CONTRACT JURISDICTION, CHOICE OF LAW, AND VENUE: The provisions of this contract shall be governed by the laws of the State of Utah. The parties will submit to the jurisdiction of the courts of the State of Utah for any dispute arising out of this Contract or the breach thereof. Venue shall be in Salt Lake City, in the Third Judicial District Court for Salt Lake County.

3. LAWS AND REGULATIONS: Any and all supplies, services and equipment proposed and furnished will comply fully with all applicable Federal and State laws and regulations.

4. RECORDS ADMINISTRATION: The Contractor will maintain, or supervise the maintenance of all records necessary to properly account for the payments made to the Contractor for costs authorized by this contract. These records will be retained by the Contractor for at least four years after the contract terminates, or until all audits initiated within the four years have been completed, whichever is later.

5. AUDIT OF RECORDS: The Contractor agrees to allow the State and Federal auditors, and State agency staff, access to all the records to this contract, for audit and inspection, and monitoring of services. Such access will be during normal business hours, or by appointment.

6. CONFLICT OF INTEREST: Contractor certifies that it has not offered or given any gift or compensation prohibited by the laws of the state of Utah to any officer or employee of the state or participating political subdivisions to secure favorable treatment with respect to being awarded this contract.

7. INDEPENDENT CONTRACTOR: Contractor will be an independent Contractor, and as such will have no authorization, express or implied to bind the State to any agreements, settlements, liability or understanding whatsoever, and agrees not to perform any acts as agent for the State, except as expressly set forth herein. Compensation stated herein will be the total amount payable to the Contractor by the State. The Contractor will be responsible for the payment of all income tax and social security tax due as a result of payments received from the State for these contract services. Persons employed by the State and acting under the direction of the State will not be deemed to be employees or agents of the Contractor.

8. HOLD HARMLESS: The Contractor will release, protect, indemnify and hold the State and the respective political subdivisions and their officers, agencies, employees, harmless from and against any damage, cost or liability, including reasonable attorney's fees for any or all injuries to persons, property or claims for money damages arising from acts or omissions of the Contractor, his employees or subcontractors or volunteers.

9. EQUAL OPPORTUNITY CLAUSE: The Contractor agrees to abide by the provisions of Title VI and VII of the Civil Rights Act of 1964 (42USC 2000e) which prohibits discrimination against any employee or applicant for employment or any applicant or recipient of services, on the basis of race, religion, color, or national origin; and further agrees to abide by Executive Order No. 11246, as amended, which prohibits discrimination on the basis of sex; 45 CFR 90 which prohibits discrimination on the basis of age; and Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990 which prohibits discrimination on the basis of disabilities. Also, the Contractor agrees to abide by Utah's Executive Order, dated March 17, 1993, which prohibits sexual harassment in the work place.

10. SEVERABILITY: If any provision of this contract is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and the rights and obligations of the parties will be construed and enforced as if the contract did not contain the particular provision held to be invalid.

11. AMENDMENTS: The terms of this contract will not be waived, altered, modified, supplemented or amended in any manner whatsoever without prior written approval of the State Director of Purchasing.

12. DEBARMENT: The Contractor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract), by any governmental department or agency. If the Contractor cannot certify this statement, attach a written explanation for review by the STATE.

13. CANCELLATION: Unless otherwise stated in the special terms and conditions, any contract entered into as a result of this bid may be canceled without cause by the State upon 60 days notice, in writing, prior to the effective date of the cancellation. Cancellation may be in whole or in part. Cancellation of the contract due to Contractor default may be immediate.

14. TAXES: Bid prices will be exclusive of state sales, use and federal excise taxes. The State of Utah's sales and use tax exemption number is E33399. The tangible personal property or services being purchased are being paid from State funds and used in the exercise of that entity's essential functions. If the items being purchased are construction materials, they will be converted into real property by employees of this government entity, unless otherwise stated in the contract, or contract orders. The State of Utah's Federal excise exemption number is 87-780019K

15. WARRANTY: The Contractor agrees to warrant and assume responsibility for all products (including hardware, firmware, and/or software products) that it licenses, contracts, or sells to the State of Utah under this contract for a period of one year, unless otherwise specified and mutually agreed upon elsewhere in this contract. The Contractor (seller) acknowledges that all warranties granted to the buyer by the Uniform Commercial Code of the State of Utah apply to this contract. Product liability disclaimers and/or warranty disclaimers from the seller are not applicable to this contract unless otherwise specified and mutually agreed upon elsewhere in this contract. In general, the Contractor warrants that: (1) the product will do what the salesperson said it would do, (2) the product will live up to all specific claims that the manufacturer makes in their advertisements, (3) the product will be suitable for the ordinary purposes for which such product is used, (4) the product will be suitable for any special purposes that the State has relied on the Contractor's skill or judgement to consider when it advised the State about the product, (5) the product has been properly designed and manufactured, and (6) the product is free of significant defects or unusual problems about which the State has not been warned. Remedies available to the State include the following: The Contractor will repair or replace (at no charge to the State) the product whose nonconformance is discovered and made known to the Contractor in writing. If the repaired and/or replaced product proves to be inadequate, or fails of its essential purpose, the Contractor will refund the full amount of any payments that have been made. Nothing in this warranty will be construed to limit any rights or remedies the State of Utah may otherwise have under this contract.

16. PARTICIPANTS: This is a contract to provide the State of Utah government departments, institutions, agencies and political subdivisions (i.e., colleges, school districts, counties, cities, etc.) with the goods and/or services described in the bid.

17. POLITICAL SUBDIVISION PARTICIPATION: Participation under this contract by political subdivisions (i.e., colleges, school districts, counties, cities, etc.) will be voluntarily determined by the political subdivision. The Contractor agrees to supply the political subdivisions based upon the same terms, conditions and prices.

18. QUANTITY ESTIMATES: The State does not guarantee to purchase any amount under the contract to be awarded. Estimated quantities are for bidding purposes only and are not to be construed as a guarantee to purchase any amount.

19. DELIVERY: The prices bid will be the delivered price to any state agency or political subdivision. All deliveries will be F.O.B. destination with all transportation and handling charges paid by the Contractor. Responsibility and liability for loss or damage will remain with Contractor until final inspection and acceptance when responsibility will pass to the Buyer except as to latent defects, fraud and Contractor's warranty obligations. The minimum shipment amount will be found in the special terms and conditions. Any order for less than the specified amount is to be shipped with the freight prepaid and added as a separate item on the invoice. Any portion of an order to be shipped without transportation charges that is back ordered will be shipped without charge.

20. REPORTS: The Contractor will submit quarterly reports to the State Purchasing Agent showing the quantities and dollar volume of purchases by each agency and political subdivision.

21. PROMPT PAYMENT DISCOUNT: Offeror may quote a prompt payment discount based upon early payment; however, discounts offered for less than 30 days will not be considered in making the award. The prompt payment discount will apply to payments made with purchasing cards and checks. The date from which discount time is calculated will be the date a correct invoice is received or receipt of shipment, whichever is later; except that if testing is performed, the date will be the date of acceptance of the merchandise.

22. FIRM BID PRICES: Unless otherwise stated in the special terms and conditions, for the purpose of award, offers made in accordance with this solicitation must be good and firm for a period of ninety (90) days from the date of bid opening.

23. PRICE GUARANTEE, ADJUSTMENTS: The contract pricing resulting from this bid will be guaranteed for the period specified. Following the guarantee period, any request for price adjustment must be for an equal guarantee period, and must be made at least 30 days prior to the effective date. Requests for price adjustment must include sufficient documentation supporting the request. Any adjustment or amendment to the contract will not be effective unless approved by the State Director of Purchasing. The State will be given the immediate benefit of any decrease in the market, or allowable discount.

24. ORDERING AND INVOICING: Orders will be placed by the using agencies directly with the Contractor. All orders will be shipped promptly in accordance with the delivery guarantee. The Contractor will then promptly submit invoices to the ordering agency. The state contract number and the agency ordering number will appear on all invoices, freight tickets, and correspondence relating to the contract order. The prices paid by the State will be those prices on file with the Division of Purchasing. The State has the right to adjust any invoice reflecting incorrect pricing.

25. PAYMENT: Payments are normally made within 30 days following the date the order is delivered or the date a correct invoice is received, whichever is later. After 45 days the Contractor may assess overdue account charges up to a maximum rate of one percent per month on the outstanding balance. Payments may be made via a State of Utah (or political subdivision) APurchasing Card.® All payments to the Contractor will be remitted by mail unless paid by Purchasing Card.

26. MODIFICATION OR WITHDRAWAL OF BIDS: Bids may be modified or withdrawn prior to the time set for the opening of bids. After the time set for the opening of bids no bid may be modified or withdrawn.

27. BID PREPARATION COSTS: The State is not liable for any costs incurred by the bidder in bid preparation.

28. INSPECTIONS: Goods furnished under this contract will be subject to inspection and test by the Buyer at times and places determined by the Buyer. If the Buyer finds goods furnished to be incomplete or not in compliance with bid specifications, the Buyer may reject the goods and require Contractor to either correct them without charge or deliver them at a reduced price which is equitable under the

circumstances. If Contractor is unable or refuses to correct such goods within a time deemed reasonable by the Buyer, the Buyer may cancel the order in whole or in part. Nothing in this paragraph will adversely affect the Buyer's rights including the rights and remedies associated with revocation of acceptance under the Uniform Commercial Code.

29. PATENTS, COPYRIGHTS, ETC.: The Contractor will release, indemnify and hold the Buyer, its officers, agents and employees harmless from liability of any kind or nature, including the Contractor's use of any copyrighted or un-copyrighted composition, secret process, patented or un-patented invention, article or appliance furnished or used in the performance of this contract.

30. ASSIGNMENT/SUBCONTRACT: Contractor will not assign, sell, transfer, subcontract or sublet rights, or delegate responsibilities under this contract, in whole or in part, without the prior written approval of the State Director of Purchasing.

31. DEFAULT AND REMEDIES: Any of the following events will constitute cause for the State to declare Contractor in default of the contract: 1. Nonperformance of contractual requirements; 2. A material breach of any term or condition of this contract. The State will issue a written notice of default providing a period in which Contractor will have an opportunity to cure. Time allowed for cure will not diminish or eliminate Contractor's liability for liquidated or other damages. If the default remains, after Contractor has been provided the opportunity to cure, the State may do one or more of the following: 1. Exercise any remedy provided by law; 2. Terminate this contract and any related contracts or portions thereof; 3. Impose liquidated damages; 4. Suspend Contractor from receiving future bid solicitations.

32. FORCE MAJEURE: Neither party to this contract will be held responsible for delay or default caused by fire, riot, acts of God and/or war which is beyond that party's reasonable control. The State may terminate this contract after determining such delay or default will reasonably prevent successful performance of the contract.

33. HAZARDOUS CHEMICAL INFORMATION: The Contractor will provide one set of the appropriate material safety data sheet(s) and container label(s) upon delivery of a hazardous material to the user agency. All safety data sheets and labels will be in accordance with each participating state's requirements.

34. NON-COLLUSION: By signing the bid the bidder certifies that the bid submitted has been arrived at independently and has been submitted without collusion with, and without any agreement, understanding or planned common course of action with, any other vendor of materials, supplies, equipment or services described in the invitation to bid, designed to limit independent bidding or competition.

35. PUBLIC INFORMATION: Contractor agrees that the contract will be a public document, as far as distribution of copies, and Contractor gives the STATE express permission to make copies of the contract and/or of the response to the solicitation in accordance with the State of Utah Government Records Access and Management Act. The permission to make copies as noted will take precedence over any statements of confidentiality, proprietary information, or copyright information.

36. CONFLICT OF TERMS: In the event of any conflict between these standard terms and conditions and any special terms and conditions which follow, the special terms and conditions will govern.

Revision date: 3/14/2002

**INVITATION TO BID ("ITB")
NUMBER GL5018
STATE CONTRACT FOR SPORTING GOODS**

1. INTRODUCTION

The State of Utah, Division of Purchasing & General Services ("Division"), is soliciting competitive bids from qualified vendors ("Vendor" or "Vendors") to secure a state-wide contract ("Contract"), to provide sporting goods and athletic supplies ("Sporting Goods") to the State of Utah agencies, institutions, colleges, universities, school districts, counties, cities, and/or towns ("Customer" or "Customers"). Division reserves the right to make multiple Contract awards.

2. USAGE:

The value of the Sporting Goods which may be purchased under any resulting Contract is approximately \$5 million annually. This amount is not a guarantee of Contract expenditures.

3. PURPOSE

Vendor(s) selected will furnish quality Sporting Goods at the lowest price in a timely and efficient manner. The intent is that a variety of users will be able to look in your web pages, and/or catalogue(s) for a base price, apply the % off discount offered in your bid, and calculate an auditable delivered price for any purchase order. Delivery locations are statewide. The Division requires a choice of ordering methods including: Internet, telephone, facsimile and mail orders. All cost associated with any services required in this ITB must be included in the item prices.

4. PROCUREMENT MANAGER:

David Gill dgill@utah.gov
State of Utah
Division of Purchasing & General Services
State Office Building, Capitol Hill
Room 3150
Salt Lake City UT 84114-1061
dgill@utah.gov
Telephone: (801) 538-3254
Fax: (801) 538-3882

Questions regarding this solicitation may only be directed to the Procurement Manager. Other Customer employees have no authority to respond on behalf of the Procurement Manager.

5. TENTATIVE SCHEDULE:

Procurement Manager reserves the right to modify this schedule.

Event:

Date

ITB Issuance Date	December 3, 2004
Deadline for written ITB Questions	December 14, 2004
Response to the written questions posted to website	December 17, 2004
ITB due date	December 21, 2004 by 2:00 P.M.
Oral interviews/Presentations (if needed)	January 2005
Anticipated Contract Start Date	February 2005

6. PRE-BID CONFERENCE:

In lieu of a pre-bid conference, questions will be accepted in writing through December 14, 2004. Submit questions by email to dgill@utah.gov with “**GL5018 Sporting Goods**” in the subject line. Questions will also be accepted by mail or fax if received by December 15th. Addendum(a) responding to questions will be prepared and posted on the website on or before, December 16, 2004.

7. CHANGES OR MODIFICATIONS:

Changes or modification to this ITB will only be effected by written addendum(a) posted on the website. No other change is binding. Vendors submitting bids based on any other information shall be considered “non-responsive.”

8. WEBSITE:

<http://www.purchasing.utah.gov> includes procurement information and addenda related to this solicitation and will host any Contract resulting from this ITB. It is the responsibility of the Vendor to retrieve addenda from the web site before submission of bid. Go to www.purchasing.utah.gov, click on “Current Bids” and scroll down to all items beginning with GL5018.

9. CANCELLATION OF PROCURMENT:

This ITB may be canceled at any time by posting an addendum posted to the website.

10. TERM OF CONTRACT:

The Division intends to enter into a Contract for a two (2) year period and include the option to renew for two (2) additional one (1) year periods. The maximum Contract potential is four (4) years including all renewal options but the last two years are not guaranteed.

11. PRICE GUARANTEE:

Contract pricing shall be guaranteed for one year and comply with section 23 of the Terms and Conditions unless otherwise defined in Vendor’s response. The discount percent off shall not change throughout the term of the Contract. Failure to notify the Procurement Manager of any pricing change may result in Contract cancellation.

12. FREIGHT TERMS:

See section 19 of Attachment A, terms and conditions. An estimated 90 percent of Customer deliveries are geographically between Logan and Payson.

13. MINIMUM ORDER:

The minimum order is one (1) packaging unit.

14. RETURN POLICY:

State your return policy. (See item 19, Submission of Bids section 7)

15. PRODUCT SUPERSESSION:

The Vendor may be allowed to replace contracted items in the event of supersession by the manufacturer. If an item is superseded during the specified price guarantee period, a replacement model must be offered at the same or lower price as the discontinued item. The replacement item must meet or exceed the preceding item's features and functions. The vendor shall provide a copy of the manufacturer's announcement that the item has been discontinued.

16. QUARTERLY USAGE REPORTS (Attachments D and E):

Failure to provide reports is cause for Contract termination. See section 20 of the Terms and Conditions and see Attachments D and E for report samples. Identify below the individual responsible for the preparation of the usage reports:

NAME:

MAILING ADDRESS:

TELEPHONE NUMBER:

FAX NUMBER:

EMAIL ADDRESS:

17. PRECLUDED ITEMS

The State reserves the right to preclude the ordering of selected items when ordering of those items conflict with a state policy or another contract.

Items to be excluded from this contract are:

Any single item with a net price of \$1,000 or more.

Uniforms

Awards

18. MANDATORY REQUIREMENTS:

In order to be considered responsive a Vendor must.....	Compliance Commitment
extend same prices and services to all Customers in Utah	Yes () No ()

guarantee that all costs are included in one unit price	Yes () No ()
provide delivery statewide to all Customers	Yes () No ()
ship all items FOB destination freight prepaid and allowed	Yes () No ()
guarantee delivery within 10 calendar days of order receipt	Yes () No ()
provide quarterly reports according to item 16 above	Yes () No ()
have a toll free phone line for placing orders, asking questions and making complaints which shall be in operation during the hours of 8:00 am to 5:00 pm Mountain Time, Monday through Friday.	Yes () No ()
accept orders placed by internet, phone, facsimile, or mail	Yes () No ()
accept the State Procurement Credit Card (currently VISA) and the University of Utah Mastercard (The Vendor cannot offer a separate pricing structure or charge an additional fee for credit card purchases.)	Yes () No ()
accept and process orders that are not placed by credit card and issue invoices for such orders	Yes () No ()
provide invoices that reference the Contract number, item description, part number, order unit of measure, and net price.	Yes () No ()
provide and maintain a current on-line catalog or the URL listing of the catalogs you represent with the following features:	
(a) All contract items must be pictured with a photograph or realistic illustration.	Yes () No ()
(b) A description, part number, the order unit of measure (examples: "each", "box of 12" or "dozen"....) and price.	Yes () No ()
(c) The on-line catalog must offer the ability to search by category description.	Yes () No ()

19. CONTACT NAMES:

Provide the names of several individuals and contact information who will be familiar with this Contract.

20. SUBMISSION OF BIDS:

All bids submitted for evaluation should include, but are not limited to, the following:

SECTION 1: **ITB COVER PAGE.**

SECTION 2: **A COMPLETE COPY OF THE ITB AND ANY ADDENDUMS THAT MAY HAVE BEEN ISSUED WITH ACKNOWLEDGEMENT(S)**

SECTION 3: **LETTER OF TRANSMITTAL.**

Include a brief description of Vendor's historical background, focus, scope and nature of services routinely provided by your firm relating to this ITB. Identify the type of business (corporation, partnership, sole proprietor, etc) and whether licensed to do business in the State of Utah.

SECTION 4: **"MANDATORY REQUIREMENTS" QUESTIONNAIRE**

SECTION 5: **ATTACHMENT B "SAMPLE PRICING"**

SECTION 6: **ATTACHMENT C "CATEGORIES, CATALOGUE and INTERNET PRICING"**

SECTION 7: **HARD COPY OF VENDOR CATALOG
RETURN POLICY**

Attachment C: Categories, Catalog and Internet Pricing

If Vendor uses one catalogue and one website the discount percent shall be the same for all categories. State catalogue name, issue, and date; state website address; and % off.

If Vendor uses multiple catalogues and/or websites: add a line(s) under the item, state catalogue name, issue, and date; state website address; and % off.

Categories	% Off
Baseball	
Softball	
Tennis	
Racquetball	
Basketball	
Volleyball	
Soccer	
Football	
Track and Field	
Golf	
Playground and Intramural	
Wrestling	
Coaches Supplies	
Scoreboards	

Attachment D: Quarterly Report by Customer

Sample Report by Customer

Contract Vendor will be emailed the Excel format to be used for quarterly reports.
This report should be available 30 days after the end of the quarter.

Customer Number	Customer Name	Total Monthly Purchases
12345678	Human Resources	xxxxx.xx
12345798	Crime Victim Reparations	xxxxx.xx
12379828	Attorney General	xxxxxx.xx
12375881	Agriculture	xxxxxxx.xx
12399991	Human Services Mental Health	xxxxxxx.xx
12399998	Human Sevices Substance Abuse	xxxxxxx.xx
22199998	Granite School District	xxxxxxx.xx
22899977	Salt Lake County	xxxxxxx.xx
32188712	Vernal City	xxxxxxxx.xx
99971812	West Valley City	xxxxxxxx.xx
Total Sales		xxxxxxxxxxx.xx

Attachment E: Quarterly Report by Item

Sample Report by Item

Contract Vendor will be emailed the Excel format to be used for quarterly reports.

This report should be available 30 days after the end of the quarter.

Product Description	Product Number	Ship Date	Order Number	Order Date	Qty	Price	Extended Amount
Marker, Sharpie, Fine	123456	2/14/2002	5273158	2/13/2002	3	xx.xx	xxx.xx
Marker, Sharpie, Fine	123456	2/15/2002	5273888	2/14/2002	5	xx.xx	xxx.xx
Pen,Rollerball	123777	2/1/2002	6296667	1/31/2002	7	xx.xx	xxx.xx
Pen,Rollerball	123777	2/20/2002	7307777	2/19/2002	5	xx.xx	xxx.xx
Pen,Rollerball	123777	2/25/2002	6698888	2/24/2002	3	xx.xx	xxx.xx
Folder, Letter 100ct	555667	2/9/2002	6318879	2/8/2002	10	xx.xx	xxx.xx
Folder, Letter 100ct	555667	2/11/2002	6418234	2/10/2002	1	xx.xx	xxx.xx
Folder, Letter 100ct	555667	2/13/2002	6517725	2/12/2002	8	xx.xx	xxx.xx
Folder, Letter 100ct	555667	2/25/2002	6528889	2/24/2002	15	xx.xx	xxx.xx
Certificate, Optima	666721	2/22/2002	6498899	2/21/2002	10	xx.xx	xxx.xx
Certificate, Optima	666721	2/28/2002	6518891	2/27/2002	8	xx.xx	xxx.xx
Cartridge, Ink, S0200	777821	2/10/2002	7318294	2/9/2002	3	xx.xx	xxx.xx
Cartridge, Ink, S0200	777821	2/20/2002	7358795	2/19/2002	10	xx.xx	xxx.xx
						Total	xxxxxxx.xx

Make a separate indication for each change in base prices.

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[illegible]

[illegible][illegible][illegible][illegible][illegible][illegible][illegible]

[illegible][illegible][illegible][illegible]

Make a separate indication for each change in base prices.

Item	Product Description	Catalogue page no.	Unit of Measure	Brand & Type	One Unit Price			Quantity Break	50 Unit Price		
					Base Price	% Off	Net Price		Base Price	% Off	Net Price
	Playground Ball 8" Diameter 70% (or Higher) Butyl bladder Nylon wound 40 Mikasa #850/Ea.										
	Softball, 12" diameter, rubber cover, institutional grade, Solid cork Center, colded seams GLS 41 SLSB/Ea.										

Coaches Supplies

	Sports Score Books 42 (Football)/Ea.										
	Sports Score Books 43 (Baseball)/Ea.										
	Sports Score Books 44 (Basketball)/Ea.										
	whistles ACME Tornado 2000 Pealess 45 3071XXXX/Ea.										
\$ Total								\$ Total			